

LANCASTER COUNTY ACTIVITIES ASSISTANT

NATURE OF WORK

This is recreational work planning, coordinating and conducting specialized and varied recreational activities for residents of a long term health care facility.

Work involves preparing, directing and assisting residents in arts and crafts, sewing, needlepoint, quilting, cooking and woodworking activities; purchasing supplies, food items and wearing apparel; scheduling and coordinating field trips; and determining residents' recreational interests. Work also involves transporting residents to and from activities and encouraging them to participate; operating a 60 passenger bus or 15 passenger van; attending Comprehensive Care Plan (CCP) meetings and assisting in goal attainment; maintaining progress notes, activity attendance records, resident interest files and documenting resident assessments. Supervision is received from the Activities Director with work being reviewed in the form of the effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Prepare and maintain required documentation of resident assessments, activity care plan goals and progress notes of CCP responsibilities.

Plan and lead recreational activities such as arts and crafts, sewing, needlepoint, quilting, cooking and woodworking; and purchase necessary supplies and equipment.

Develop and organize schedule of programmed activities so residents benefit from a varied program of therapeutic recreation forms.

Develop an individual activities program for each resident on caseload and monitor resident involvement and participation in programs.

Drive and maintain a 60 passenger bus or 15 passenger van and assist residents entering and exiting vehicle.

May occasionally be required to physically lift and transfer residents.

Fill residents' requests to purchase gifts, clothing and sundries; maintain attendance records and resident interest files; and complete supply requisitions.

Train and supervise volunteers in scheduled recreational activities.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of a variety of recreational activities such as arts, crafts, sewing, cooking and woodworking.

Knowledge of the physical, psychological and social values derived from recreational programs and activities.

Some knowledge of medical disabilities and therapeutic treatments common to long term care facilities.

Ability to plan, coordinate and set up one or more recreational activities.

Ability to perform heavy lifting.

Ability to communicate and follow both oral and written instructions.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to demonstrate patience and understanding in redirecting resident physical and verbal outbursts.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus experience conducting a variety of specialized recreational activities. Completion of the Nebraska Health Care Association 48 hour Activity Director course.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience in organizing and conducting recreational activities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Nebraska Commercial Driver's License (CDL) is required to operate any motor vehicle equipment covered under the Commercial Motor Vehicle Safety Act of 1986 or ability to obtain within 6 months of appointment.

Employees in the class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a nursing facility as required by the State of Nebraska.

Approved By: _____
Department Head

Personnel Director

Revised 9/2002

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